



# **CITY OF MONROE**

## **SNOW AND ICE CONTROL POLICY STATEMENT**

### **Revised November 20, 2014**

#### **INTRODUCTION**

The responsibility for providing snow and ice control for the City's major and local streets, parking lots, and M-125 rests entirely with the Department of Public Services (DPS). Snow removal on I-75, US-24, and M-50 within the City's boundaries is the responsibility of the Monroe County Road Commission.

Snow and ice control is considered emergency work in that streets must be cleared any time of the day or night. Because of the potential hazard to the motoring public and high incidence of overtime involved in this program, careful planning and preparation must be done prior to the snow and ice season. This planning process is made considerably more difficult due to the variable conditions encountered during each storm. Such things as the rate and accumulation of snowfall, moisture content, temperature, time of day or night, wind direction and velocity, and duration are all factors that interact to create a unique aspect for each storm with the result that no two storms are identical.

#### **GOALS AND OBJECTIVES**

The goal of the Department of Public Services is to make all trunklines (M-125), major streets and local streets safe and accessible for vehicles properly equipped for winter driving conditions during and after a storm, in accordance with the guidelines set herein. We will attempt to clear M-125 and all major streets to bare pavement and maintain a clear driving track at stop signs and curves on local streets within eighteen (18) hours of the end of a snowfall, and to clear courts, cul-de-sacs, and dead ends within thirty-six (36) hours of the end of a snowfall. Additional caution is advised, however, when driving during the winter season because of the potential for hazardous conditions caused by snow, wind and freezing temperatures, since conditions may change rapidly. During and after a storm, some streets may be snow packed and snow can be expected to accumulate adjacent to the traveled portion of a street to the extent that a motorist's sight distance may be greatly reduced or impaired.

City streets have been divided into three categories which determine the priority level of service. The first priority is the major street system (including M-125) that carries traffic to and through the City, and includes approximately one-third (1/3) of the street mileage within the City. Next on the priority list of streets to be serviced are the local streets, which is a much larger group of streets that serves primarily residential areas over short distances. Finally, the subset of the

local streets that are courts, cul-de-sacs, and dead ends will generally be serviced last, since they carry the least amount of traffic of all streets in the City.

The Department of Public Services has developed a procedure to perform snow and ice operations for all varying weather conditions. Personnel will respond each time we are notified that weather conditions are creating a hazard for the motoring public. Depending on the severity of the winter storm, as few as one (1) person and one (1) truck to as many as fifteen (15) people and an equal number of pieces of City owned equipment can be made available to combat a storm. The most commonly used pieces of equipment for both plowing and salting operations are four (4) Ford Sterling 6-cubic-yard dump trucks with underbody blades, and two (2) Ford 10-cubic-yard rear tandem axle dump trucks with underbody and front mounted blades. A variety of smaller equipment such as skid loaders and standard pickups are used for dead ends and narrow streets, whereas mechanical broom trucks are also used for clearing sidewalks adjacent to City-owned properties, including park areas. Other general use equipment such as end loaders and even box graders can be pressed into service for specific purposes where conditions warrant.

A key element in implementing an effective snow and ice control program is receiving timely notification that road conditions are becoming hazardous. Monroe Police Department patrols have proven to be very effective in providing this notification to the Department of Public Services through Monroe County Central Dispatch. Upon notification from Central Dispatch, or upon direct staff observation where appropriate, DPS supervisory personnel will respond, evaluate weather conditions, and initiate the appropriate level of action. Additionally, once a snow and ice control operation has begun, National Weather Service reports will be monitored along with actual field reports by departmental personnel to determine what equipment and material to utilize during the course of a storm.

## **ALERTING SNOW AND ICE CONTROL PERSONNEL**

Snow and ice control operations generally fall under the jurisdiction of the DPS General Operations Division, however, all public services personnel have a part in these operations. When conditions warrant, personnel are assigned to twelve hour or sixteen hour shifts that continue until the snow emergency has ended. In an effort to maximize the use of City resources, Teamster personnel from other departments (Wastewater and Water) are sometimes asked to assist during extreme storm emergencies or to fill vacancies if they are properly trained to utilize the necessary equipment.

Snow and ice operations may be conducted on a 24 hour basis, 7 days per week. At the onset of hazardous road conditions during the regular work day, the Monroe Police Department will notify the Public Services office during working hours, and will contact the on-call DPS Supervisor by phone during non-working hours. The Public Services supervisory staff will consult with the Director of Engineering and Public Services to determine the appropriate action as needed.

Upon call out during non-working hours the Supervisor will report to the DPS office and notify the required personnel through the use of the current telephone call list. Once the snow and ice control operation is started, the Supervisor initiating the action will notify the Director of Engineering and Public Services, as necessary, of the starting time, type of procedure recommended, and projected duration of the operation. The Department of Public Services is

prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice control operations.

## **GENERAL SNOW AND ICE PROCEDURES**

When the department is notified of the development of hazardous road conditions, a decision is made to implement one of several different operations. Each operation varies in the amount of service performed and the manpower and equipment necessary. A salting operation would be initiated if freezing conditions existed, to melt snow or ice accumulated to a depth less than approximately two (2) inches or to prevent the bonding of packed snow to the pavement. A plowing operation would be initiated if a snow accumulation of two (2) inches or more existed.

Generally, staff involvement begins with as little as a single truck salting major streets and State trunklines only for small events. As the intensity of a particular storm increases, major street salting and plowing activities are split between up to four (4) unique routes, and eventually expand to include full call out for plowing operations on all City streets, parking lots, and sidewalks. It should be noted that local streets and dead end-type streets are not salted along their full lengths, only at approaches to stop signs and a few select curves.

It can be expected that snow will be rolled along the edge of the plow and into the bottoms of driveways as a normal part of snow removal operations. While attempts will be made to keep excessive amounts from accumulating, each driveway will receive a certain amount of snow.

## **SUPPLEMENTAL OPERATIONS**

Whenever there is snowfall accumulation, the sidewalks at City owned buildings and property may need to be cleared. If snowfall accumulates approximately two (2) inches or more, City parking lots will also need to be cleared of snow, and these operations require additional manpower and equipment. Parking lots are normally plowed and salted in conjunction with City streets where possible, however, in the event of an emergency they would be done on a lower priority. Sidewalks will be maintained in compliance with any applicable City Ordinance(s) and only during regular working hours whenever possible. Due to funding constraints, only a few select alleys, generally those needed for access to City-owned parking lots, are cleared of snow, generally on a low priority. Remaining alleys are not eligible for funding through Public Act 51 of 1951 as are streets, and are not cleared.

Should storm conditions become severe enough, private contractors may be contacted by the Director of Public Services to supply additional personnel and equipment. Such action would only be taken in extreme emergencies or due to widespread illness or other limits on staff availability, and only with the authorization of the City Manager after consultation with the Director of Engineering and Public Services, but it is an important option that must be available if conditions warrant, in the interest of public safety.

Historically, the Department of Public Services has assisted with the removal of snow in the Central Business District area, typically a few days following a large storm or combination of several sequential smaller storms. Due to snow removal in the street area combined with property owners clearing walks in front of their businesses, substantial piles can accumulate on top of the curb that block access to the on-street parking spaces and sidewalk ramps. Since

2008-09, the Downtown Development Authority has been providing funding assistance for this operation when they deem it necessary, with coordination through the Public Services Department Supervisory staff. For the 2014-15 season, a trial contract with an outside vendor for clearing of curb top areas may be undertaken following relatively smaller events, in an attempt to perform this service more pro-actively to forestall excessive accumulation that normally would require a full-scale hauling operation by City personnel. When a full-scale hauling operation through the entire downtown is needed, trucking for this function will generally be performed by a contractor with larger-capacity trucks, with the remaining operations to be performed directly by DPS personnel.

## **SNOW EMERGENCY REPORTING**

A unique aspect of the City's ice and snow control program is the option to declare a "Snow Emergency." If snowfall amounts warrant, the City Manager or his / her duly designated representative may declare this situation, which requires streets designated snow emergency routes to be cleared of parked vehicles until the street has been cleared of snow. This declaration is forwarded to local print and broadcast media, and is posted on the City's web page and cable channel. The Enabling Ordinance for this action, No. 81-020 (Monroe Code Chapter 593, "Snow Emergency Routes"), and Ordinance No. 08-018 (Monroe Code Section 625-36, "Removal of snow and ice from sidewalks" support snow and ice control efforts. The text of these documents is attached.

## **PROPERTY DAMAGE**

During the course of operations throughout any given winter, a certain amount of damage to City and private property may be incurred by snow removal forces. In the event that terrace damage is sustained due to a plow riding over a curb the Public Services Department will repair said damage as soon as weather conditions permit. If the terrace sod is rolled back in such a way that it could be re-used, representatives of the Public Services Department will restore it. If the sod is damaged beyond repair, the Public Services Department will restore the area with black dirt and seed at the earliest opportunity in the spring. Any damage sustained due to salt brine being inadvertently splashed onto a terrace area during the course of the winter will not be treated or repaired by the City.

If a City plow or truck makes direct contact with a properly located mailbox and causes damage, the mailbox will be repaired or replaced in accordance with established guidelines. If however, the damage to a mailbox is sustained due to the force of the snow rolling off the plow, or the mailbox is not properly located, the City will not assume any responsibility for the damages.

## **ASSISTANCE TO PRIVATE PROPERTY**

Under no circumstances will a City employee be allowed to use a City owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists, use his radio to notify the Police dispatcher of the hazardous condition, and vehicles may be towed after proper procedures are followed. Likewise, under no circumstances will a City employee use a City-owned vehicle to perform any snow removal or ice control


operation on private or commercial property, nor for any private benefit whatsoever. City employees shall not utilize any private equipment during working hours.

## **DEPARTURE FROM POLICY**

The City recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore when conditions warrant, the Public Services Director in consultation with the City Manager, Police Chief, and/or Fire Chief may order a departure from these general rules when, in his / her opinion, conditions require such action.

## **POLICY PRIORITY**

This policy dated November 20, 2014 supersedes all others and, to the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with this policy.

 11/20/14  
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Patrick M. Lewis, P.E.  
Director of Engineering and Public Services



## Chapter 593

### SNOW EMERGENCY ROUTES

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|---|---|
| § 593-1. Definitions.                                   | § 593-8. Prima facie evidence; parking violators. |
| § 593-2. Parking prohibited on snow emergency routes.   | § 593-9. Impounding of vehicles.                  |
| § 593-3. Disabled vehicles.                             | § 593-10. Snow emergency routes designated.       |
| § 593-4. Public announcements of declarations required. | § 593-11. Snow emergency in downtown area.        |
| § 593-5. Termination of parking prohibition.            | § 593-12. Violations and penalties.               |
| § 593-6. Applicability of other traffic regulations.    |   |
| § 593-7. Erection of signs.                             |   |

[HISTORY: Adopted by the Mayor and City Council of the City of Monroe 6-14-1982 by Ord. No. 81-020; amended in its entirety 12-5-2005 by Ord. No. 05-013. Subsequent amendments noted where applicable.]

#### GENERAL REFERENCES

Municipal infractions — See Ch. 85.

Vehicles and traffic — See Ch. 680.

#### STATUTORY REFERENCES

Traffic rules and regulations in home rule cities — See MCLA § 117.4h.

Traffic rules and regulations generally — See MCLA §§ 257.601 et seq., 257.634 et seq.

#### § 593-1. Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

**SNOW EMERGENCY** — An expected snowfall of four inches or more as reported by the National Weather Service.

**COORDINATOR** — The City Manager or his or her duly designated and acting representative.

**SNOW EMERGENCY ROUTE** — Those streets designated by the City of Monroe's Traffic Engineer and marked as such.

#### § 593-2. Parking prohibited on snow emergency routes.

- A. Whenever the Coordinator determines, on the basis of a forecast of the National Weather Service, that four or more inches of snow is expected to fall upon the City of Monroe,

the Coordinator shall cause to be put into effect a snow emergency parking prohibition on snow emergency routes (streets) by declaring it in a manner prescribed in this chapter.

- B. Once in effect, a prohibition on parking under this chapter shall remain in effect until terminated by announcement of the Coordinator in accordance with this chapter, except that any street area which has become clear of snow from curb to curb for the length thereof lying between two successive street intersections shall be automatically excluded from such prohibition.
- C. While the prohibition is in effect, no person shall park, or allow to be parked, any vehicle on any portion of a snow emergency route to which it applies.
- D. Nothing in this chapter shall be construed to permit parking at any time or place where it is prohibited by any other provision of law.

#### **§ 593-3. Disabled vehicles.**

Whenever a vehicle becomes disabled for any reason on any snow emergency route which is covered by snow, the person operating such vehicle shall take immediate action to have the vehicle towed or pushed off such snow emergency route.

#### **§ 593-4. Public announcements of declarations required.**

- A. The Coordinator shall cause each snow emergency declaration made by him or her pursuant to this chapter to be publicly announced by means of telecasts on the City of Monroe's cable network as well as announcements on local radio stations. A snow emergency telephone hotline will be activated that instructs citizens to tune to the City of Monroe's cable network for snow emergency updates. The declaration will also be publicized by press releases sent to the newspapers and television stations in the surrounding area. Each announcement shall describe the action taken by the Coordinator, including the time it became or will become effective.
- B. The Coordinator shall make or cause to be made a record of each time and date when any declaration is announced to the public in accordance with this chapter.

#### **§ 593-5. Termination of parking prohibition.**

Whenever the Coordinator shall find that some or all of the conditions which give rise to a parking prohibition in effect pursuant to this chapter no longer exist, he or she may declare the prohibition terminated.

#### **§ 593-6. Applicability of other traffic regulations.**

Any provision of this chapter, while temporarily in effect, shall take precedence over other conflicting provisions of law normally in effect, except that it shall not take precedence over provisions of law relating to traffic accidents emergency travel of authorized vehicles, or emergency traffic directions by a police officer.

**§ 593-7. Erection of signs.**

- A. On each street designated as a snow emergency route, the Traffic Engineer shall cause signs to be erected plainly marking such routes and sufficient in number to apprise the ordinarily observant person that such street or highway is a snow emergency route.
- B. Nothing in this chapter shall be construed to permit parking at any time or place where it is prohibited by any other provision of law.

**§ 593-8. Prima facie evidence; parking violators.**

- A. In any proceeding for a violation of this chapter or Chapter 680, Vehicles and Traffic, relating to the standing or parking of a vehicle, proof that the particular vehicle described in the citation or complaint was parked in violation of any law or regulation, together with proof that the defendant named in the citation or complaint was at the time of such parking the registered owner of such vehicle, shall constitute in evidence a presumption that the registered owner of such vehicle was the person who parked or placed the vehicle at the point where and for the time during which such violation occurred.
- B. In any proceeding for a violation as stated in Subsection A above, the person in whose name that vehicle is registered at the time of the violation is prima facie responsible for that violation. The registered owner of such vehicle may assert as an affirmative defense that the vehicle in question, at the time of the violation, was in the possession of a person whom the owner had not knowingly permitted to operate the vehicle.

**§ 593-9. Impounding of vehicles.**

Any vehicle parked on any snow emergency route in violation of any provision of this chapter shall be impounded. No person shall recover any vehicle removed pursuant to this section without first paying the cost of removal and the cost of storage. Any payment required by this section shall not be construed as a penalty such as to preclude a prosecution for a violation of any of the provisions of this chapter.

**§ 593-10. Snow emergency routes designated.**

The following streets are hereby designated as snow emergency routes:

<b>Name of Street</b>	<b>Limits</b>
Conant Street	From the north curb of Wood Street to the south curb of East First Street
East Second Street	From the east curb of South Monroe Street to the west curb of Scott Street
Elm Avenue	From the east curblane on North Dixie Highway to the west curblane of Detroit Avenue
First Street	From the east curblane of Harrison Street to the eastern terminus



<b>Name of Street</b>	<b>Limits</b>
Front Street	From the east curbline of South Telegraph Road to the west curbline of Winchester Street
LaPlaisance Road	From East Sixth Street to the south City limits
Kentucky Avenue	From the south curb of East Third Street to the north bank of Plum Creek
Macomb Street	From the south City limits to the north curbline of East Fifth Street
Monroe Street	From the south City limits to the north City limits .
Riverview Avenue	From the north curbline of East Elm Avenue to the south curbline of Cole Road
Scott Street	From the south curbline of East Front Street to the north curbline of East Sixth Street
South Roessler Street	From the north curb of West Fifth Street to the south curb of East Front Street
Third Street	From the east curbline of Union Street to the west curbline of Conant Avenue
Union Street	From the south curb of West Fifth Street to the north curb of West Eighth Street
Washington Street	From the north curbline of Jones Avenue to the south curbline of East Front Street
Winchester Street	From the north curb of East Third Street to the south curb of North Dixie Highway
West Eighth Street	From the east curb of South Roessler Street to the west curb of South Monroe Street
West Seventh Street	From the west curb of South Monroe Street to the east curb of Union Street
West Fifth Street	From the west curb of Union Street to the east curb of South Roessler Street

**§ 593-11. Snow emergency in downtown area.**

- A. In addition to the declared snow emergency routes, as referred in this chapter, when four inches or more of snow falls in the City, the Coordinator or his or her designate shall declare a snow emergency for the following streets in the downtown area: First Street between Macomb and Harrison Streets; on Front Street between Macomb and Harrison Streets; and Washington Street between First and Front Streets.
- B. Parking shall be prohibited, after such announcements on the above streets, from 2:30 a.m. to 7:30 a.m., until the declaration is terminated by announcement of the Coordinator in accordance with this chapter, except that any street area which has become clear of snow from curb to curb for the length thereof lying between two successive street intersections shall be automatically excluded from such prohibition.

**§ 593-12. Violations and penalties.**

Whoever violates any of the provisions of this chapter is responsible for a civil infraction and shall be subject to a civil fine of not more than \$100 for each offense.

**§ 625-35. Bridging curbs. [Amended 3-21-2005 by Ord. No. 05-003]**

- A. Any person desiring to cross the curbing upon any paved street of the City with any vehicle is hereby required to first properly bridge the curbing, so as to prevent injury thereto by reason of such crossing.
- B. A violation of this section is a municipal civil infraction and shall subject the violator to the penalties as provided in § 1-27E of Chapter 1, General Provisions. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.

**§ 625-36. Removal of snow and ice from sidewalks. [Amended 3-21-2005 by Ord. No. 05-003; 10-20-2008 by Ord. No. 08-015; 12-1-2008 by Ord. No. 08-018]**

- A. Snow removal; duty of property owner and occupant. The owner or occupant of each and every lot or subdivision thereof, or of any piece or parcel of land in front of or adjacent to which a sidewalk shall have been or may hereafter be constructed, shall clear off and remove all accumulations of snow and ice from such sidewalk, as such snow or ice shall accumulate, by 8:00 a.m. on the day following the snowfall.
- B. Removal by City; collection of costs. Upon the failure of the owner or occupant to remove or cause to be removed such snow or ice from the sidewalk within 48 hours after 8:00 a.m. on the day following the snowfall, the City of Monroe may cause the same to be removed from the sidewalk.
- C. Suspension of provisions for snow emergency. At any such time that the City Manager or his/her designee shall cause a snow emergency to be declared, the requirements of Subsections A and B above may be suspended for up to 72 hours from the time of said declaration by the City Manager.
- D. Assessment of costs. The head of the Department of Public Services shall keep an accurate account of the expenses incurred with respect to each parcel of land in carrying out the provisions of chapter and shall make a sworn statement of such account and present the same to the City Treasurer. The City Treasurer shall prepare and send an invoice to the last known owner, as reflected by the current tax roll, for the cost of such work in accordance with the statement of the head of the Department of Public Services. The City Treasurer shall add 10% to the cost reflected to cover the cost of supervision and billing. In the event that the invoice is not paid forthwith, the cost shall be charged against the premises, reported to the Assessor, and levied by him/her as a special tax or assessment upon the premises. The special assessment shall be subject to review, after proper notice is given as in all other cases of special assessment provided the City Charter. When the tax is confirmed, it shall be a lien upon the premises and the same shall be collected in the same manner as other City taxes. The City may also file suit against the owner and/or occupant of the premises and collect the same as a personal obligation.
- E. Published notice. The City Manager shall cause to be published in a newspaper of general circulation of the City of Monroe a notice of the provisions and requirements of this section annually during the month of October.

